

**STATEMENT OF DIFFERENCES  
To Standard Job # 0341-09**

This is a developmental level position designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 0341-09, Administrative Officer (copy attached).

**2. Supervisory Controls (FLD 2-2: 125 points)**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**3. Guidelines (FLD 3-2: 125 points)**

Procedures for doing the work have been established and a number of specific guidelines are available from AFM, USDA, and NFC.

When there are gaps in specificity in the guidelines or when the guidelines do not apply to the assignment, the incumbent makes decisions or recommendations based on practical experience and his/her judgment of the facts, e.g., how the remaining budget dollars have to be used for mandatory expenditures such as salaries and utilities before money is committed to nonessential items.

Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**5. Scope and Effect (FLD 5-2: 75 points)**

The work involves the execution of specific rules, regulations, or procedures regarding the full range of administrative support responsibilities. The incumbent advises the

**Administrative Assistant  
GS-0341-07**

**Standard Job # 341-07  
Statement of Differences**

management team regarding the propriety of human resources, purchasing and contracting, budget and accounting, and agreement actions.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services. Actions taken and decisions made impact the accuracy of projected money available for future use; management team's ability to recruit, hire, and retain qualified employees; the purchase of equipment through appropriate vendors.

**6      Personal Contacts and  
7.      Purpose of Contacts**

**(FLD 2-b: 75 points)**

Work requires coordination with outside activities and offices, other government agencies, staff elements at higher echelons, and possibly contractors. The incumbent regularly contacts employees outside of the immediate organization for the purpose of providing advice on work efforts and resolving operating problems.

Purpose of contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems.

**Other Considerations (Check if Applicable)**

- ☐ Supervisory Responsibilities
- ☐ Training Activities – Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicator's License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

**Total Points = 1,510  
Grade conversion = GS-07 (1,355-1,600 points)**